

## **HR Weekly Podcast**

### **5/8/08**

Today is May 8, 2008, and welcome to the HR weekly podcast from the State Office of Human Resources. This week's topic concerns training available to agencies through OHR's Alternative Dispute Resolution Program.

When an appeal is filed to the State Human Resources Director under the State Employee Grievance Procedure Act, State Human Resources Regulations require that the State Human Resources Director request from the employing agency all records, reports, and documentation of the earlier proceedings on the grievance. Certain documentation is required from agencies in order for our office to determine if the appeal has met jurisdictional requirements. In addition, the Regulations require that an agency obtain approval from OHR when paying an employee back pay or a lump sum settlement. To assist with these processes, the Alternative Dispute Resolution Program team offers training which is now available to agencies.

The training, which contains six segments, is a half day course that is recommended for agency representatives who are involved in the grievance and appeal process, the back pay approval process, or the personnel settlement approval process. One segment of the training discusses the purpose of the Alternative Dispute Resolution Program and what services the program team provides to its customers. Another segment of the training is a general overview of the grievance and appeal process to include an explanation of the two track system at the state level. Also, a statistical segment provides general information regarding the disposition of all appeals filed at the state level during the current fiscal year and appeals filed at the state level specific to the agency attending the training.

OHR's review of appeals for jurisdiction is another segment of the training. This segment outlines what a typical appeal record may contain and what documentation is needed from an agency for OHR to determine if an appeal has met jurisdictional requirements. The remaining two segments are a review of the back pay and personnel settlement approval processes. The segment of the training for the back pay approval process includes a review of the documentation required by OHR to approve a back pay request, how back pay must be calculated, and OHR's verification of other wages earned. The personnel settlement approval process training segment includes a review of which settlements can be approved by OHR and which settlements can be approved by the Budget and Control Board. In addition, there is a review of what documentation is needed from the agency for OHR to approve the lump sum settlement. Also, information is provided to the participants regarding the tax implications of the lump sum amount contained in personnel settlements.

This training was designed to assist agencies with making the process of submitting appeal records and requesting approval for back pay or lump sum settlements a much smoother process. If you need additional information or have any questions regarding the training, please call the Alternative Dispute Resolution Program team or your Human Resources Consultant at 737-0900.

Thank you.